

SOLID WASTE OPERATIONS SUPERVISOR

NATURE OF WORK

This is responsible work supervising and coordinating daily operations of solid waste facilities and programs.

Work involves responsibility for planning and supervising daily operations at solid waste facilities, including a municipal solid waste landfill, a construction and demolition debris landfill, a yard waste composting program and a transfer station. Work also involves organizing work schedules, ensuring regulatory compliance, documenting facility historical operating records, and responding to customer service issues. Work is usually performed with considerable independence and reviewed periodically by a technical or administrative superior for results obtained, compliance with regulatory criteria, controlled operating costs, efficiencies, and adherence to departmental policies.

EXAMPLES OF WORK PERFORMED

Supervises personnel operating heavy equipment in the daily operations of a municipal solid waste landfill or construction debris landfill.

Supervises daily landfill operations to ensure optimum waste compaction densities and soil to refuse ratios are achieved, grade and slope requirements are met, and hazardous waste and banned waste exclusions are complied with in accordance with State regulations and facility operating permits.

Supervises daily transfer station operations to provide efficient transfer of solid waste, and ensure compliance with hazardous waste and banned waste exclusions in accordance with State regulations and facility operating permits.

Supervises daily operations associated with a yard waste composting site, and a material marketing and delivery program.

Supervises the maintenance of heavy and specialized equipment and miscellaneous vehicles, whether performed by equipment operators or equipment manufacturer's service personnel.

Communicates with customers and support staff to coordinate delivery of compost and woodchips, ensure removal of unacceptable materials, and to ensure proper documentation of incoming wastes.

Oversees contract operations such as material grinding, litter collection, equipment maintenance, weed abatement, appliance recycling and farm management, ensuring contract provisions are met and productivity is maintained.

Plans for operations during inclement weather, equipment malfunctions and extreme staff shortages to ensure all facilities are safely accessible and in compliance with State regulations and facility operating permits.

Investigates and responds to customer questions, complaints or claims of damage; completes necessary reports and initiates corrective action.

Documents employee performance and participates in hiring decisions and disciplinary actions.

Determines and procures supplies required for operations, and develops supporting documentation and estimates for equipment during the preparation of annual budgets.

Attends conferences, workshops and specialized technical training for professional development purposes as required.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of State regulations governing the operation of solid waste management facilities.

Considerable knowledge of large-scale earthwork practices, heavy construction equipment applications, and surveying principles.

Considerable knowledge of the maintenance and repair required for heavy construction and earthworking equipment, specialized equipment, and miscellaneous light construction equipment.

Considerable knowledge of the potential risk or hazards and standard safety precautions associated with municipal solid waste disposal operations.

Ability to monitor and adjust operating techniques to provide efficient operations and regulatory compliance.

Ability to understand and effectively implement written and verbal instructions of a complex and technical nature.

Ability to establish and maintain effective working relationships with supervisors, contractors, subordinates and the general public.

Ability to communicate effectively verbally and in writing.

Ability to document employee performance, disciplinary actions, equipment records and other required operating records.

Ability to read and interpret construction plans and drawings.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college or vocational level course work in environmental sciences, civil engineering, construction management or business management and experience in earthwork construction, heavy equipment maintenance and repair and environmental regulations plus experience in the supervision of skilled and semi-skilled equipment operators.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and experience in earthwork construction methods and heavy equipment maintenance and repair plus experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession and maintenance of a valid State of Nebraska driver's license.

Approved by: _____
Department Head

Personnel Director

10/2002

PS5035